



County of Los Angeles  
**INTERNAL SERVICES DEPARTMENT**

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*"To enrich lives through effective and caring service"*

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June 30, 2015


The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

23 June 30, 2015

  
PATRICK OZAWA  
ACTING EXECUTIVE OFFICER

**APPROVAL OF REVISED  
BOARD POLICY NUMBER 3.045 – COUNTYWIDE ENVIRONMENTAL SUSTAINABILITY  
(ALL DISTRICTS - 3 VOTES)**

**SUBJECT**

Recommendation to approve the revised Board of Supervisors Policy Number 3.045, Countywide Environmental Sustainability that provides direction and guidelines for the development of a County Sustainability Council and Los Angeles County Sustainability Program Framework.

**IT IS RECOMMENDED THAT THE BOARD:**

Approve the attached Board of Supervisors Policy Number 3.045, Countywide Environmental Sustainability ("Policy"), revised to establish a County Sustainability Council and Sustainability Program Framework.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The revisions to the Policy are designed to enhance the County's existing and future policies, programs and reporting related to environmental sustainability, including consideration of Environmental Justice issues.

Approved by the Audit Committee on June 18, 2015, the revised Policy establishes a County Sustainability Council (CSC) that includes:

- A CSC Leadership Committee that consists of the department heads or designees from Internal Services, Public Works, Regional Planning, Parks and Recreation, Public Health

and the Community Development Commission; and

- A CSC Coordination Committee that consists of Sustainability leads from the above departments and others as-needed that can leverage ad hoc cross-departmental workgroups to conduct sustainability-related studies and tasks in specific areas, such as water conservation, renewable energy, heat island effect, sustainable fleet, etc.

The CSC's responsibilities will include:

- Performing an inventory of existing and future sustainability-related County policies and initiatives;
- Development of consistent approaches and metrics to provide County services in an environmentally sustainable manner;
- Development and use of digital dashboards to monitor, track and present progress and accomplishments;
- Facilitation of intra-departmental collaboration efforts to develop synergies between departmental programs, information sharing and the coordination of communications to the Board, as well as other regional, State and national stakeholders;
- Leading and/or coordination of efforts to acquire funding for countywide or regional sustainability programs;
- Incorporation of Environmental Justice into sustainability programs and decision-making criteria, where appropriate; and
- Provision of regular reports and communications on sustainability topics including departmental compliance within the Sustainability Program Framework.

### **Implementation of Strategic Plan Goals**

The County Strategic Plan Goal of Operational Effectiveness (Goal 1) directs that we maximize the effectiveness of processes, structure, and operation to support timely delivery of customer-oriented and efficient public services. The Board's adoption of the revised Policy is consistent with this goal.

### **FISCAL IMPACT/FINANCING**

Activities under the Countywide Environmental Sustainability Policy will be funded out of existing sustainability programs from the participating various departments.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The Policy revisions were initiated as a result of the increasing importance of sustainability programs at the national and State levels, as well as with your Board. The establishment of a CSC provides for a centralized means to address and report on sustainability efforts for County services and internal operations on a countywide basis.

**ENVIRONMENTAL DOCUMENTATION**

Approval of this recommendation is categorically exempt under the California Environmental Quality Act (CEQA) pursuant to Class 1 of the Environmental Document Reporting Procedures and Guidelines adopted by the Board on November 17, 1987, and Section 15301 of the State CEQA Guidelines.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of the revised Policy will enhance the operational effectiveness of the County's services and internal operations.

**CONCLUSION**

It is requested that the Executive Officer, Board of Supervisors return two stamped copies of the approved Board letter to the Director, ISD.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Dichittal", is written over the printed name "JIM JONES".

JIM JONES  
Director

JJ:DC:AK

Enclosures

- c: Chief Executive Officer  
County Counsel  
Community Development Commission  
Department of Parks and Recreation  
Department of Public Health  
Department of Public Works  
Department of Regional Planning



# Los Angeles County BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
<b>3.045</b>	<b>Countywide Sustainability Policy</b>	<b>12/19/2006</b>

## PURPOSE

The Countywide Sustainability Policy (hereinafter, "Policy") provides direction and guidelines for the development of a County Sustainability Council (hereinafter "Council") and Los Angeles County Sustainability Program Framework (hereinafter "Framework") for County departments. The Council will develop the Framework, which will ensure that County services are provided, internal operations are conducted, and facilities are operated in a manner that: reduces consumption of energy sources; enhances Environmental Justice and quality of life for residents; and protects natural resources. The Council will establish program goals and objectives under the Framework. The Council will also provide regular updates on the development of program goals and objectives, monitor departmental adherence to the Framework and provide regular reports to the Board of Supervisors on the Council's efforts, achievement of program goals and objectives, and Countywide compliance with the Framework.

## REFERENCE

August 8, 2006, [Board Order 4, Amendment](#)

December 19, 2006, [Board Order 44](#)

March 17, 2009 [Board Motion](#)

May 12, 2009 [Board Motion](#)

May 25, 2010 [Board Motion](#)

July 3, 2012 Board Motion (See Section VI, Item 55A)

County General Plan, County Community Climate Action Plan (which is subsumed within the General Plan), and County Municipal Climate Action Plan, all of which are currently being finalized.

- County General Plan
- County Community Climate Action Plan
- [County of Los Angeles Strategic Plan](#) (See 2014 Update Goal 2, Strategic Initiative 5).

## **POLICY**

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### **Preamble:**

It is the policy of the Board of Supervisors that all County departments provide services, conduct internal operations, and operate facilities in a manner that reduces environmental impacts associated with the consumption of energy, water, and other natural resources; promotes the use of renewable energy sources; and enhances Environmental Justice and the quality of life for residents.

### **Detailed Description:**

- The Policy shall provide authority and direction for County departments to implement sustainability measures throughout the County.
- County departments shall convene to form the aforementioned Council.
  - A. The Council shall consist of a Leadership Committee, a Coordination Committee, and task-based, Cross-Departmental Work Groups:
    - The Leadership Committee shall consist of County Department Directors of Internal Services, Regional Planning, Public Works, Parks and Recreation, Public Health and the Community Development Commission. The Leadership Committee shall report to the Chief Executive Office. The Leadership Committee provides leadership to the County Sustainability Council, including prioritizing sustainability initiatives, developing policy and programs, and monitoring overall progress. The Leadership Committee forms task-based Cross-Departmental Work Groups.
    - The Coordination Committee shall consist of Sustainability Officers (leads) of County Departments recommended by the Leadership Committee and shall report to the Leadership Committee. The Coordination Committee coordinates actions/projects and priorities, recommends County

sustainability goals and targets, and recommends development of new policies and programs.

- Cross-Departmental Work Groups shall consist of representatives of County Departments with recommendation by the Leadership Committee to conduct specific tasks as needed. Work Groups shall report to the Coordination Committee. Work Groups are tasked with specific actions and projects such as to conduct studies, evaluate existing practices and gaps, or make recommendations to the Coordination Committee for appropriate actions, timelines, and resource needs.

B. The Council shall develop the Framework that will:

- Create an inventory of existing and future County policies and initiatives related to sustainability. Create a dashboard using consistent performance metrics Countywide to monitor, track, and present progress and accomplishments toward targets established under the policies and initiatives.
- Develop and maintain environmental sustainability programs for County services and internal operations and develop consistent approaches to measuring progress and accomplishments within departments and Countywide. The County has implemented, and will continue to implement, a wide variety of environmental sustainability programs as part of policy, regulatory requirements, and legislation. The Council will organize, describe and update these collective efforts as part of the Framework.
- Facilitate inter-departmental collaboration on: coordinating Countywide sustainability programs and efforts; developing synergies between departmental programs; exchanging information; sharing technology; coordinating communications to the Board as well as to regional, statewide or other sustainability stakeholders; and leading efforts to acquire funding for promotion or implementation of Countywide and/or regional sustainability programs.
- Where appropriate, incorporate Environmental Justice into Sustainability programs and decision-making criteria. such as those used codified in State statute (CAL. GOV. CODE §65040.12) “For the purposes of this section, "environmental justice" means the fair treatment of people of all races, cultures, and incomes with respect to the development, adoption, implementation, and enforcement of environmental laws, regulations, and policies.”

- Assess, evaluate and generate responses to: Board requests or motions on Countywide sustainability issues; local or regional sustainability policies or activities; State or Federal sustainability policy or legislation; Governor Executive Orders related to sustainability; and/or State ballot initiatives on sustainability issues.
- Establish a schedule for providing regular reports or other communications on development of programs goals and objectives, progress towards accomplishment of goals and objectives, the Council's efforts and Countywide (departmental) compliance within the Framework.
- Subsequently, publish an annual (or other regular interval) report describing the progress made to develop and track the key performance indicators of the programs.
- Through selected representatives, represent the County in collaboration with other local, regional, statewide or other sustainability programs or efforts; at regulatory and legislative venues dealing with sustainability issues; and at other sustainability activities and events.
- Determine if funding or revenue generation is necessary in conjunction with its activities.

## **RESPONSIBLE DEPARTMENTS**

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The Internal Services Department, Department of Public Works, and Department of Regional Planning, Department of Parks and Recreation, Department of Public Health and the Community Development Commission shall convene initial meetings under the Policy toward the development of the Council and Framework.

## **DATE ISSUED/SUNSET DATE**

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**Issue Date: December 19, 2006**

**Issue Date: February 17, 2011**

**Issue Date: ??,  
2015**

**Sunset Review Date: December 19, 2010**

**Sunset Review Date: December 20, 2014**

**Sunsets Review Date: ??, 2019**

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**Sunset Review Date: ??, 2019**